

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

September 12, 2007

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TITLE:	Medicaid Mental Health Program Manager
POSITION NO:	07041
LOCATION:	Addictive & Mental Disorders Division, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$34,338 - \$42,922 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, September 26, 2007**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A resume is required at time of application.

If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but two years of the required education/experience. Salary depends upon education and experience.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position is responsible for management and implementation of a variety of community-based health programs directed toward improving health outcomes for adults with severe disabling mental illness and their families. This position is responsible for the fiscal management of a multi-million dollar annual budget including close monitoring of the budget, projecting expenditures, identifying potential problems, and

taking the actions necessary to keep expenditures within budget. Duties include direction, consultation, and support to local division field staff (Community Program Officers), contracted agencies, and providers. The incumbent will ensure state compliance with multiple complex federal regulations and establish goals, objectives, and priorities for program activity. This position supervises one employee.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of program management and organizational principles; quality assurance/improvement principles, practices, and review processes; federal and state program policies, mandates, directives, and intents; federal and state budgeting processes; computers and management information systems; concepts and practices of community-based health care, consumer-directed care, issues surrounding freedom of choice, social, psycho-social, and community impacts on consumers and their families; and grant management practices.

Skills: Skill in written and verbal communication; analysis; utilization of spreadsheet data; database development and applications; and negotiation and public relations to effectively represent the bureau or division in communicating complex and sometimes controversial issues to consumers, legislators, providers, stakeholders, and the public.

Abilities: Ability to provide organizational leadership of professional and support personnel in complex community-based mental health programs; recognize opportunities and need for program modification, improvement, or change; develop effective strategies for change and develop workable policies and practices; establish and maintain effective working relationships with other department personnel, other local, state, and federal agencies, consumers, providers, and others; make appropriate choices among alternatives; articulate the mission of the program/bureau/division/agency to staff, providers, and the general public; function effectively under stress; be self-motivated; and make difficult decisions.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in Public/Business Administration, health, or health-related field **AND** three years of job-related work experience **OR** Master's degree in same fields of study as above **AND** one year of job related experience. Other equivalent combinations of education and experience will be considered; however, a degree is required.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons

must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604;
4. Resume is due at time of application; and
5. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

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Public Health and Human Services

Medicaid Mental Health Program Manager, #07041

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SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services
Title: Medicaid Mental Health Program Manager
Position: #07041
Location: Addictive & Mental Disorders Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. This position requires strong program management and organization skills. Describe your experience and level of skill in program management and organization, and illustrate how these skills have been manifested in recent employment.
2. Please describe your experience with and knowledge of the following:
 - a. Montana Medicaid - general;
 - b. Medicaid Waiver;
 - c. Medicaid State Plan;
 - d. Budget management; and
 - e. Program management.